



ARKANSAS STATE
UNIVERSITY
BEEBE
BEEBE • HEBER SPRINGS • LRAFB • SEARCY

ASU Beebe-Adult Ed Handbook 2022-2023

Searcy Campus

1800 E. Moore St.
Searcy, AR 72143
(501)207-6290

Beebe Campus

1203 W DeWitt Henry Dr
Beebe, AR 72012
(501)882-4508

Heber Springs Campus

71 Cleburne Park Rd.
Heber Springs, AR 72543
(501)362-1270



#ASUBeebe

AFFORDABLE EDUCATION CLOSE TO HOME

www.ASUB.edu

ASUB Adult Education 2022-2023 School Calendar

Summer Classes July 2022
 July 5th – 28th
 Monday - Thursday
 8:00-1:00 @ Beebe, Heber, & Searcy
 Monday & Tuesdays 9:00-1:00 at Augusta

AUGUST	1 st – 5 th 8 th – 12 th 17 th 22 nd	Professional Development/Prep for New Year New Student Assessment/Orientation Vanguard Summit Fall I Classes Begin
SEPTEMBER	5 th	Campus Closed – Labor Day
OCTOBER	14 th 17 th – 21 st 24 th	End of Fall I New Student Assessment/Orientation Fall II Classes Begin
NOVEMBER	23 rd – 25 th	Thanksgiving Break for Students
DECEMBER	10 th 15 th 19 th – 31 st	Adult Ed Winter Commencement End of Fall II Winter Break
JANUARY	4 th 5 th – 6 th 9 th – 13 th 16 th 17 th	Vanguard Summit Professional Development/Prep for New Year New Student Assessment/Orientation MLK Jr. Holiday – No class Spring I Classes Begin
FEBRUARY		
MARCH	10 th 13 th -17 th 20 th – 24 th 27 th	Spring I Classes End New Student Assessment/Orientation Spring Break Spring II Classes Begin
APRIL	2 nd – 5 th	COABE National Conference/No classes
MAY	6 th 24 th 25 rd – 26 th 29 th 30 th – 31 st	Adult Ed Spring Commencement End of Spring II Professional Development/End-of-Year Activities Campus Closed – Memorial Day Professional Development/End-of-Year Activities

Summer Classes June 2023
June 5th -29th
Monday – Thursday
8:00-1:00 @ Beebe, Heber, and Searcy
Mondays & Tuesday at Augusta, 9:00-1:00

**School calendar is occasionally subject to change. To verify dates/times, please contact your respective campus.*

ASU Beebe Adult Education Center's Mission Statement

To provide adult learners with the mechanisms to improve and refine their academic skills, attain their High School diploma, and the life skills which prepare them for self-sufficiency and improvement in the quality of life.

Equal Opportunity Statement

The ASU Beebe Adult Education program is committed to the policy that all persons shall have equal access to its programs, facilities, services without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, or sexual orientation.

In adhering to this policy, this program abides by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans with Disabilities Act of 1990; and by other applicable statutes and regulations relating to equality and opportunity.

Accommodations

Accommodations are available for students with disabilities. For information about classroom and testing accommodations for persons with disabilities, including LD and ADHD, please contact: Karen Davidson / ADA Coordinator (501)882-4508.

A student's request for accommodations will be processed within a reasonable amount of time according to the reasonableness of the accommodation(s) but should not exceed 90 days.

Process for earning a High School Diploma for Minors (ACA) 6-18-201(a)

1. Parents or guardians of the minor must bring in a notarized copy of the intent to homeschool that has been turned filed with the local school district.

2. Parent or guardian will sign giving permission for the minor to take the TABE assessment.
3. Minors will be given an assigned time to come in for the TABE assessment.
4. The instructor that gives the TABE will go over the test results with the student.
5. A student must score at least a 535 in Reading or Math in order to move on to the GED Ready® test in that subject area.

A student that is 16 or 17 years old must score a minimum of 535 in at least one area on the TABE and a score no lower than 500 in the other two subject areas and be given approval to enroll by the Adult Education Director.

6. **MINORS THAT DO NOT MEET THE GUIDELINES WILL RETURN TO THE HOMESCHOOL SETTING.**

*A parent of a minor may opt to not take the TABE® and pay to take the Ready® test.

7. Students that attend classes will be given a Learning Plan. You will have a copy of your plan in your work folder in the classroom so you will know what you need to work on at all times. Your teacher will give you assignments based on your learning plan.
8. You and your teacher will discuss short term and long-term goals for you. You will have a copy of those goals attached to your learning plan in your work folder. Your goals will include educational goals and employment goals.
9. You will work on the skills that you need to work on and retest on the TABE® after you have obtained approximately 40 hours of class time.
10. Once the TABE® score is at least a 535 in Reading, you can schedule to take the GED Ready® test in Reasoning through Language Arts and Social Studies. Once you score a 535 in Math you can schedule to take the GED Ready® test in Math and Science.
11. Passing score for the GED Ready® Test is 145 in each subject area. Once you make at least a 145 you may advance to the Official GED® test in that area. The Official GED® test currently costs \$4 per subject area. You will have 3 tries in each subject area of the test to pass. If you do not pass after the third try you will have to wait 60 days and pay to take the test again.
****16 and 17 year olds that are court ordered to attend Adult Ed classes must submit home school papers and a copy of the court order. Court ordered minors will have to comply with the ASUB Adult Ed Conduct Codes. Minors not complying with the conduct codes will be removed from classes and the court will be notified by the Director of Adult Ed.**
12. We advise everyone to start with the TABE® test. This is an assessment to see if there are skills that you need to work on before advancing to the GED® Ready test.
13. After you have completed the TABE® test a teacher will go over your scores with you and create a Learning Plan. You will have a copy of your plan in your work folder in the classroom so you will know what you need to work on at all times. Your teacher will give you assignments based on your learning plan.
14. You and your teacher will discuss short term and long term goals for you. You will have a copy of those goals attached to your learning plan in your work folder. Your goals will include educational goals and employment goals.

15. You will work on the skills that you need to work on and retest on the TABE® when your teacher feels you are ready. You will not be allowed to retake the TABE® test until you have completed AT LEAST 40 hours of class time.
16. Once the TABE® test score is at least a 535 in Reading, you may take the GED® Ready test in Reasoning through Language Arts and Social Studies. Once the TABE® test score is at least a 535 in Math you may take the GED® Ready test in Math and Science.
17. Passing score for the GED® Ready test is 145 in each subject area. Once you make at least a 145 you may advance to the GED® Official test in that area. The GED® test currently costs \$4 per subject area. You will have 3 tries in each subject area of the GED® test to pass. If you do not pass after the third try you will have to wait 60 days and pay to take the test again.

Alternative Process for earning a High school diploma

1. If you score at least a 535 on the TABE® test and choose not to go to class, we HIGHLY recommend that you come to class for at least 8 hours to do some practice on a computer program called Essential Ed. The TABE® test is completely different from the GED Ready® test and the Official GED® test, and Essential Ed will give you a better idea what you will be tested on.
2. Once you complete the 8 hours or more of Essential Ed, you will be scheduled for the GED® Ready test.
3. You may choose to pay to take the GED Ready test; however, you do not have the benefit of assessment or instruction to determine if you are prepared to pass successfully. The current cost is \$6 per test. You cannot advance to the GED® test without a passing score of 145 in the subject area you are taking.

Once you pass all parts of the Official Test

Your diploma and transcript will be mailed from Little Rock to the address that you provide. We know you are excited and want your diploma, but it will take a few weeks for it to process and come in the mail.

Class Attendance

Classes will be offered at certain times throughout the day and evening on each campus. **(Schedule of classes is at the back of the handbook.)**

Being on time for class is highly encouraged; those who enter late may disrupt others and reduce their own learning time.

ALL MINORS MUST ATTEND 20 HOURS OF CLASS A WEEK.

Monday – Friday 8:00 AM – 12:00 PM.

Excessive absenteeism will result in dismissal from program.

Excused absences are only the following:

- Illness of the student with a physician's written notice
- Death in the immediate family of the student
- Mandatory court appearance

Students will also be expected to be in class at the start time of the class.

Minor students are not allowed to leave class early unless it is an emergency.

ALL CLASSES ARE FREE

Confidentiality Policy

All student records are confidential and will not be shared with anyone for any reason without the proper signed release form.

Conduct Codes

Immediate Dismissal Violation* Students will be immediately dismissed after one (1) violation of the conducts listed below:

1. Fighting.
2. Vandalism of school property or individual's property.
3. Drug or alcohol possession, use or being under the influence.
4. Possession of a weapon.
5. Threatening of a staff member or students.
6. Theft of school/personal property.
7. Sexual harassment, sexual assault, sexual violence, or stalking.

Written Reprimand Violation* Students will be dismissed after one (1) written reprimand violation in one school year of the conduct listed below:

1. Bullying or harassment of any kind.

Definition of Bullying

"Bullying" means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be included by the State of Arkansas, the U.S. government, or Arkansas State University Beebe. This

also includes association with a person or group with one or more of the above mentioned characteristics, whether actual or perceived.

Definition of Harassment

Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics that may be defined by the state or local educational agency. This also includes association with a person or group with one or more of the abovementioned characteristics, whether actual or perceived.

Written Reprimand Violation* Students will be dismissed after three (3) written reprimand violations in one school year of the conducts listed below:

1. Talking or disrupting in class, talking back to the teacher/staff, or not following teacher's orders.
2. On campus but not in class during class time.
3. Students are to dress appropriately. This includes, but is not limited to, the following:

*No obscene or vulgar language on clothing.

*No clothing that is too revealing (i.e., no stomach or back showing, no low riding pants, no muscle shirts, no underwear showing)

4. NO SMOKING OR CHEWING TOBACCO ON SCHOOL CAMPUS.
5. Use of profanity and/or obscene gestures.
6. Exhibiting a physical condition not conducive to learning (sleeping, daydreaming, gazing, etc.).
7. **CELL PHONE USE WILL NOT BE ALLOWED WHILE IN THE CLASSROOM OR TESTING ROOM. This includes phone calls, texting, Internet usage, etc. Cell phones must be put on a silent setting and placed in a pocket or bag while in the classroom. Students may give out the office number for family to call in case of an emergency. Phone numbers are on the cover of this handbook.**
- 8 Violation of Computer Lab/Internet Policy
- 9.No food allowed in classroom.
10. Electronic devices or any piece of equipment with earphones are not allowed.

*** Students dismissed from an ASU-Beebe Adult Education Center for any reason may apply for readmission six (6) months following the date of dismissal. It will be up to the Adult Education Director if the student will be allowed to reenter based on why they were dismissed. The student is prohibited from being present in any location owned or controlled by any campus or attending any function for any campus within the Arkansas State University System.**

INCLEMENT WEATHER

In the case of inclement weather, the University may close or delay opening. If a delay is issued, only the classes *after* the delay time will be held that day. All classes prior to the delayed opening time will be cancelled. Any student not able to make it to campus due to hazardous road conditions should contact their instructors.

Campus closures or delays will be announced in the following ways:

Look for your campus name

- **Website Notification.** Announcements will be posted to the ASU-Beebe website. www.asub.edu View announcements on the home page web banner.
- **Social Media Announcements** will also be posted to the ASU-Beebe Facebook. "Like" ASU-Beebe on Facebook at: <https://www.facebook.com/ASUBeebe>
- **Media.** Notifications are sent to designated radio, television, and print media.

No visitors are allowed in the classroom. Unattended children are not allowed on the campus while you are in class.

Graduation

Any student earning a high school diploma through one of our centers is invited and encouraged to walk in graduation. You will be contacted prior to the commencement ceremony with details on how to participate.

ALCOHOL AND DRUG STATEMENT

Arkansas State University-Beebe prohibits possession, use and/or distribution of alcoholic beverages, in any form, and the use, manufacture, distribution, or possession of drugs without medical prescription in or about university grounds, instructional buildings, residence halls, or at any university-approved activity on or off campus.

ASU-Beebe alcohol and drug statement is in compliance with federal, state, and local laws, including, but not limited to Minor in Possession of Intoxicating Beverages statute.

Disciplinary action may be imposed by the University in addition to criminal penalties.

Alcohol and drug education resources are available at the Student Center and Activities Office on the Beebe campus, Student Services/Administration Building Room 326 on the Heber Springs campus, and the Student Services Office on the Searcy campus.

CAMPUS TOBACCO USE POLICY

Effective June 1, 2009, the tobacco use policy at Arkansas State University-Beebe is as follows:

Smoking and the use of all tobacco products is strictly prohibited anywhere on university property, including inside vehicles parked on university property.

Tobacco use includes, but is not limited to, the carrying by a person of a lighted cigar, cigarette, pipe, or other lighted smoking device, e-cigarettes, or the use of smokeless tobacco products including snuff, chewing tobacco, smokeless pouches, or any other form of loose leaf, smokeless tobacco.

Smoking and the use of tobacco products is prohibited in university vehicles.

Fines from \$100.00 to \$500.00 may be charged to violators of the Campus Tobacco Use Policy.

Note: Policy adopted to comply with Arkansas Clean Air on Campus Act 734 of 2009. *Updated by the Chancellor's Council, 2014.*

WEAPONS POLICY

No person shall possess, discharge, or otherwise use any weapon at any campus, office, building, or event which is part of the Arkansas State University System. This prohibition extends to individuals having such weapons on their persons; in briefcases, purses, handbags, backpacks, or other carrying cases; or among other personal property or effects. This policy expressly disallows the carrying of concealed handguns. Each System location shall post written notice of this prohibition.

Weapons include, but are not limited to, firearms (specifically including concealed handguns), explosive devices, hazardous chemicals (other than pocket-sized sprays used for personal protection), knives with blades longer than four inches, nunchucks, brass knuckles, tasers or other electrical stun devices, bows or cross bows, arrows, objects that propel projectiles, replicas of weapons (including water or toy guns), or any device or substance designed to or used to inflict a wound, cause injury, or incapacitate.

Any student violating this policy shall be subject to sanctions up to and including expulsion. Any employee violating this policy shall be subject to discipline through the process applicable to that employee up to and including discharge. Others violating this policy will be subject to prosecution under criminal laws and may be banned from Arkansas State University System campuses and events. For additional information, refer to the Arkansas State University System's Weapon Policy for exceptions, <http://www.asusystem.edu/about/policies/files/Weapons.pdf>.

(Adopted by the Arkansas State University Board of Trustees on August 8, 1997, Resolution 97-23; Revised December 12, 2008, Resolution 08-80; Revised May 23, 2013, Resolution 13-11.)

TRAFFIC AND PARKING REGULATIONS

In accordance with Arkansas Code Annotated 25-17-307, the Board of Trustees of Arkansas State University established the following rules and regulations for the registration, operation, and parking of motor vehicles on an Arkansas State University-Beebe campus, which are binding on all members of the faculty, staff, student body, and others utilizing the lands owned or controlled by Arkansas State University-Beebe.

ENFORCEMENT OF PARKING REGULATIONS

The enforcement of the ASU-Beebe Parking and Motor Vehicle Regulations is the responsibility of the University Police Department. This document contains the official word on parking regulations on campus. If in doubt about any parking or motor vehicle issue, please contact the University Police.

RESTRICTED PARKING AREAS Red

Restricted parking at all times unless otherwise noted.

Blue/White

Designated disability parking spaces including ramps. Only vehicles displaying a current disability permit from any state may park in Blue/White.

Green

Visitors and/or 30 Minute parking only

Signs/Pavement Markings

Restricted by signs and pavement markings

Event Parking

Arkansas State University-Beebe reserves the right to set aside areas as necessary for special events in all parking areas of the university. The University also reserves the right to temporarily

block certain streets as necessary without notice to the public.

School buses, large vehicles, and other special purpose vehicles will be required to park in areas designated by a University Police Officer.

Motorcycles, motorbikes, etc., must be operated on streets designated for normal automobile use. Parking for non-motorized and 50 cc or less moped-type vehicles will be restricted to designated parking areas.

Bicycle racks are available on campus.

Arkansas State University-Beebe assumes NO responsibility for the care and/or protection of any vehicle or its contents at any time while it is on campus. For protection, lock your vehicle and place valuables in the trunk area.

All vehicle operators will observe and obey the orders of University Police Officers in performance of their duties. This includes rendering and producing identification and registration when requested. All campus vehicle accidents must be reported to the University Police Office.

TOWING AND IMPOUNDING VEHICLES

The University reserves the right to immobilize, tow, and/or impound any vehicle that is parked on university property in such a way as to constitute a serious hazard or to prohibit the normal operation of any part of the parking infrastructure at any ASU-Beebe campus. The University Police may direct an authorized commercial garage to carry out any towing action. Violators will be responsible for paying all costs for removal, impounding, and storage of such vehicles. Vehicles may be held until all charges are paid.

MOVING VIOLATION

Moving violations include all traffic laws as stated in the Arkansas Motor Vehicle and Traffic Laws and State Highway Commission Regulations. The official ASU-Beebe citation will be sufficient as a summons for violation of these rules and regulations. In lieu of a university citation, the violator may be issued a uniform traffic ticket, which will be adjudicated in municipal court.

ENFORCEMENT OF REGULATIONS

1. Arkansas State University-Beebe Police Officers are constituted peace officers by action of the Board of Trustees and under the laws of this state. They possess all authority provided by the law for city police and county sheriffs to be exercised as required for the safety and protection of the university community and are limited by the same constraints on abuse of power.
2. All appeals should follow the procedures as outlined.
3. Persons with unregistered vehicles, who violate the established Traffic and Parking Regulations (parking on sidewalks, grass, red/yellow areas, crosswalks, etc.), may be issued a uniform traffic ticket, which is payable in Municipal Court in the jurisdiction of the campus from which it is issued.
4. Any vehicle owner, who has five (5) or more traffic or parking violation notifications during any semester that have not been resolved (penalties paid or action completed by the Traffic Appeals System), may have the motor vehicle being used impounded each time the vehicle is parked on campus until outstanding charges have been resolved.
5. Any vehicle owner, who has more than eight (8) traffic or parking violations during the academic year, will have their campus parking privileges revoked for the remainder of the academic year.
6. Standard traffic regulations and definitions, as enacted into the motor vehicle code for the State of Arkansas, will be used in enforcement of campus traffic regulations.

7. The City Police Department has jurisdiction rights to issue tickets on campus since Arkansas State University-Beebe is located inside the corporate limits of the cities of Beebe, Heber Springs, Jacksonville, and Searcy.

OFFENSES AND PENALTIES

Any operation of a motor vehicle that creates a disturbance on campus may be considered a traffic violation. This would include such things as excessive use of horn, loud sound systems, illegal exhaust systems, squealing of tires, or placing pedestrians or other drivers in a hazardous situation.

A person receiving notice of a traffic or parking violation is required to pay the fine levied or report to the University Police Office to appeal the violation notice within two (2) school days (excluding Saturdays, Sundays, and holidays). If this is not done, the fine will be placed against his/her account in the Cashier's Office.

Violation notices shall be affixed to the motor vehicle or presented to the driver. Violation tickets shall be issued in duplicate, one copy for the offender and one copy for the University Police Office. Information on violation tickets will be forwarded to the Cashier's Office for processing.

Traffic and parking records are kept from August 16 of one year to August 15 of the next year.

FINES

The responsibility for payment of fines incurred shall rest with the registrant. In the event registration has not been completed, payment lies with the owner and/or operator of the vehicle. Persons violating these rules and regulations, while using a motor vehicle on campus, may be charged under the University's system of administrative charges as noted. Fines for tickets written by University Police may be paid at the Cashier's Office.

CAMPUS VIOLATIONS LIST \$0.00

\$20.00 Fine

Warning
Backed into parking space (including pulling through)
Blocking drive
Blocking dumpster
Blocking fire hydrant
Blocking loading dock/ramp
Disregarding barricades
Double parked/blocking
Driving wrong way on one way
Driving/parked on grass
Failure to stop or yield right of way
Hazardous driving
Parked disregarding painted lines
Parked in green zone exceeding 30 minutes
Parked in unauthorized zone
Parked on wrong side of street
Parked where prohibited by signage
Speeding

\$50.00 Fine

Parked in ramp/space reserved for disability parking

\$100.00 – \$500.00 Fine

Tobacco use

Conflict Resolution

If two students have a conflict, ASUB Adult Education staff will attempt to resolve the conflict in a calm and constructive manner. The two students will meet with the staff, and each person will have the opportunity to explain the situation from his/her perspective with no interruptions from other students or staff. Once the student has described the incident, the staff will ask any clarifying questions they may have and will then summarize what the student said to make sure everyone understands what was said and meant by the student. Once both students have stated their side of the story and the staff has clarified and reviewed, the staff member will come to an agreement with the students on how they can get along and not disrupt the learning environment for other students. Both students and the staff member will sign the Conflict Resolution Contract. The conflict resolution meeting and contract are designed to help each student make it through the remainder of the day without any other conflicts. It is not designed to solve all the students challenges, but it provides a way for them to have a successful day at ASUB Adult Education.

ASUB Adult Education Conflict Resolution Contract

On this date _____, Student A and Student B agree to the following terms:

- Student A and Student B will only have conversations about school matters (schoolwork, projects, etc.).
- Student A will not communicate any information about Student B to other people.
- Student B will speak to Student A in a respectful and safe manner (no threats).

If the terms of this contract are violated at any time, the director will be notified.

Signature

Date

Signature

Date

Witness

Date

Informal Student Complaint Procedure

If a student feels that an error has been made or a member of the Adult Education faculty/staff has not acted fairly or properly, the student should schedule a meeting or communicate with the employee concerned to resolve the complaint informally.

If the complaint is not resolved at this level, the student should meet or communicate with the employee's supervisor to attempt to resolve the complaint.

The student shall initiate the informal process within ten (10) business days of the incident by scheduling a meeting or communicating by email with the appropriate faculty or staff member.

B. Formal Student Grievance Procedure

If a complaint is not resolved through the informal process, the student may then submit a written grievance to the Vice Chancellor for Student Services Office. The grievance must be filed within the same semester in which the violation occurred or within ten (10) business days after the end of that same semester. Grievances will be limited to those made formally in writing and signed by the student.

The written grievance must include:

1. Date and details of the alleged violation;
2. Any available evidence of the alleged violation;
3. A description of the efforts to informally resolve the complaint;
4. Names, addresses, and phone numbers of witnesses to the alleged violation;
5. The requested remedy to the alleged violation.

The Vice Chancellor for Student Services will send the grievance to the appropriate vice chancellor, who is then obligated to investigate. The appropriate vice chancellor will then consult informally with the student and the appropriate university personnel, including the individual against whom the grievance has been made, to attempt to resolve the grievance within ten (10) business days of receipt of the grievance.

If a mutually agreeable resolution is not reached, the appropriate vice chancellor will send the grievance to the Grievance Committee. The Grievance Committee will review the written grievance and will either determine that there are no grounds for the grievance or schedule a hearing within ten (10) business days of receipt of the grievance.

Grievance Committee

The Grievance Committee is composed of seven (7) members selected by the ASU-Beebe Chancellor. When a student's grievance is against a staff member, the committee shall be composed of three (3) staff members, two (2) faculty members, and two (2) students. When the grievance is against a faculty member, the committee shall be composed of three (3) faculty members, two (2) staff members, and two (2) students. The Grievance Committee shall have specific training on the grievance hearing process.

A member of the Human Resources department or designee sits as an ex-officio, non-voting member of the Grievance Committee, offering technical assistance on procedural and policy matters.

Should the investigation result in the conclusion that a hearing should be held, the student shall meet with the Grievance Committee in the presence of the faculty/staff member concerned. The decision of the Grievance Committee shall be final and shall be forwarded to the Vice Chancellor for Student Services within five (5) days of the hearing. The University shall retain the written records of the process for five calendar years in the Vice Chancellor for Student Services Office.

Online students may call 1-800-632-9985 and ask to be transferred to the Vice Chancellor for Student Services office or email vcss@asub.edu for information on filing a grievance. A **signed** grievance letter and supporting documentation may be faxed to 501.882.4432, emailed to vcss@asub.edu, or mailed to P.O. Box 1000, Beebe, AR 72012.

COMPLAINTS CONCERNING DISCRIMINATION AND/OR HARASSMENT

Arkansas State University- Beebe does not permit discrimination or harassment in our programs and activities on the basis of race, color, national origin, sex, disability, age, religion, or any other characteristic protected by institutional policy or state, local, or federal law. Title IX specifically prohibits sexual discrimination in educational programs receiving federal funds. Students, who believe they have been subjected to sexual discrimination or sexual harassment in violation of this procedure, should contact a Title IX Coordinator.

TITLE IX OF EDUCATION AMENDMENTS

Title IX is a comprehensive federal law that prohibits discrimination on the basis of sex in any federally funded education program or activity.

Title IX benefits both males and females, and is at the heart of efforts to create gender equitable schools. The law requires educational institutions to maintain policies, practices, and programs that do not discriminate against anyone based upon sex. Under this law, males and females are expected to receive fair and equitable treatment in all areas of public schooling including recruitment, admissions, educational programs and activities, course offerings and access, counseling, financial aid, employment assistance, facilities and housing, health and insurance benefits, marital and parental status, scholarships, sexual discrimination and athletics. Any incidence of sexual discrimination, including sexual harassment or sexual violence, should be reported to the Title IX Coordinator, who will take prompt action to secure a full and equitable review.

SEXUAL DISCRIMINATION

Arkansas State University-Beebe is committed to providing an educational and work environment for its students, faculty, and staff that is free from sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. No form of sexual discrimination will be tolerated.

Sexual harassment is defined as unwelcome, gender-based verbal or physical conduct that is severe, persistent or pervasive and occurs when:

1. Submission to, or toleration of, such conduct is made a term or condition of instruction, employment, or participation in other university activities.
2. Submission to, or rejection of, such conduct is used as a basis for employment or education decisions affecting the individual; or
3. Such conduct has the effect of unreasonably interfering with an individual's education or employment performance or creating an intimidating, hostile, or offensive university environment.

Sexual assault occurs when a person is subjected to an unwanted sexual act by force or threat without consent. Sexual acts occur without consent when they are perpetrated against a person's will or where a person is incapable of giving consent due to minority, intellectual impairment, or use of mind altering substances such as drugs or alcohol.

Sexual violence includes sexual assault, but may also consist of an attempt to obtain a sexual act or sexual advances using coercion, which do not result in a completed sexual act.

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress.

Domestic violence is defined as felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the State of Arkansas, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the State of Arkansas.

Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of the relationship, and the frequency of interaction between the persons involved in the relationship.

It is important to preserve all evidence of sexual discrimination, especially if the discrimination is also a criminal offense, such as sexual assault, sexual violence, stalking, domestic violence or dating violence. Supervisors and staff members must recognize that their positions necessarily embody unequal power relationships with their subordinates and students. Because of the inherent power differences in these relationships, the potential exists for the less powerful to perceive a coercive element in suggestions relative to activities outside those appropriate to the professional relationship. It is the responsibility of supervisors and staff members to behave in such a manner that their words or actions cannot reasonably be perceived as coercive.

Arkansas State University-Beebe has a Title IX Coordinator who is charged with investigating allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination either observed by them or reported to them to the Title IX Coordinator, who will conduct an immediate, thorough, and objective investigation of all claims. If sexual discrimination has occurred, appropriate remedial action commensurate with the severity of the offense will be taken up to and including termination. All reports, complaints, and investigations are treated with discretion and confidentiality is maintained to the extent allowed by law.

The Title IX Coordinator will notify the appropriate law enforcement agency of all reports of sexual assault, sexual violence, stalking, domestic violence, or dating violence. The person who has allegedly been subject to sexual discrimination may also contact law enforcement and may seek an order of protection, no contact order, or similar order. The Title IX Coordinator will assist the person alleging to have been subjected to sexual discrimination with locating resources for counseling, medical treatment, legal advice, victim advocacy, or other services.

Each campus within the Arkansas State University System provides educational materials and programs on sexual discrimination. Contact the Human Resources Department or Title IX Coordinator for information on awareness and prevention of sexual discrimination.

The University reserves the right to take whatever measures it deems necessary in response to an allegation of sexual discrimination in order to protect individuals' rights and personal safety. Such measures include, but are not limited to, modification of campus living or employment arrangements, interim suspensions from campus, no contact or communications requirements, leave with or without pay, and reporting the matter to law enforcement. Persons reporting allegations of sexual discrimination must follow the Sexual Discrimination Grievance Procedure.

RETALIATORY ACTIONS PROHIBITED

Retaliation against a person who files a charge of discrimination, participates in an investigation, or opposes an unlawful employment practice is prohibited by law and Arkansas State University-Beebe. Any person who needs further explanation or who believes he or she has been retaliated against should contact the Title IX Coordinator.

SEXUAL DISCRIMINATION GRIEVANCE ISSUES

The Sexual Discrimination Grievance Procedure applies to all allegations of sexual discrimination including sexual harassment, sexual assault, sexual violence, stalking, domestic violence, and dating violence.

REPORT OF SEXUAL DISCRIMINATION

Any student, employee, or visitor who believes he or she has been subjected to sexual discrimination should report the incident to the Title IX Coordinator or a Deputy Title IX Coordinator. Employees with supervisory responsibilities and university police personnel must report incidents of sexual discrimination, either observed by them or reported to them, to the Title IX Coordinator. In the event the sexual discrimination allegation is against the Title IX Coordinator, the report form should be submitted to the University Counsel Office. In order to ensure timely investigation and remedy, a sexual discrimination grievance should be activated within sixty (60) days from the time the events leading to the complaint occurred.

All complaints are investigated; however, delay in reporting impedes the ability to achieve prompt resolution. All efforts will be made to honor a request for confidentiality, but confidentiality cannot be ensured. Reports of sexual assault, sexual violence, stalking, domestic violence and dating violence will be reported to law enforcement authorities.

Criminal investigations by any law enforcement agency or investigation conducted under the Faculty, Staff, or Student Handbooks may occur simultaneously with a sexual discrimination grievance and do not affect the grievance process.

TITLE IX COORDINATOR'S RESPONSE

Within forty-five (45) working days after receipt of a written grievance form, the Title IX Coordinator or designee will conduct a full and impartial investigation including interviewing the complainant, the accused, and any witnesses identified as well as reviewing any documentary evidence submitted by either party. As early as possible in the investigation, the Title IX Coordinator should determine whether temporary remedial measures are warranted such as suspension from employment with or without pay, suspension from classes, issuance of a no contact directive, reassignment of job duties, or change of course or classroom assignments. If immediate action is required to protect the complainant, the Title IX Coordinator shall work with the appropriate administrator to implement temporary remedial measures.

The past sexual history or sexual character of a party will not be admissible by the other party in the investigation or any subsequent hearing unless the party was found to be responsible, the previous incident was substantially similar to the present allegation, and the past actions indicate a pattern of behavior consistent with the current allegations.

After studying all the pertinent facts and documents, carefully examining any policies involved, and discussing the issue with the parties and witnesses, the Title IX Coordinator shall either

1. Propose an informal resolution to the parties which, if accepted, shall be documented in writing and shall conclude the investigation or
2. Prepare a formal written report making a finding, based on the preponderance of the evidence, as to whether sexual discrimination occurred, and if so, recommending a remedy which will end the

discrimination, prevent its recurrence, and remove its effects on the complainant and the university community.

The report shall be transmitted simultaneously to the complainant and the accused and implemented immediately. If both parties agree with the report, the grievance shall be closed and the remedies continued.

If either party does not agree with the finding of the Title IX Coordinator and desires to appeal, that party must submit, within five (5) working days of the date of the report, a written request to the Vice Chancellor for Student Services (students) or Director of Human Resources (employees) for a hearing before the Sexual Discrimination Hearing Committee. The written request will detail the alleged error of the Title IX Coordinator and the requested remedy. The Vice Chancellor for Student Services (students) or Director of Human Resources (employees) will provide the party not appealing with a copy of the request. Within five (5) working days of the date of the letter, the party not appealing may submit a written response to the request for hearing countering any allegations in that document. Copies will be provided to the Title IX Coordinator for placement in the case file.

Timelines may be extended by the Title IX Coordinator in extenuating circumstances.

SEXUAL DISCRIMINATION HEARING COMMITTEE COMPOSITION

The Sexual Discrimination Hearing Committee is composed of members selected by the Chancellor from the Academic Hearing Committee, the Student Conduct Committee, and the Staff Hearing Committee for that campus. The Sexual Discrimination Hearing Committee is composed of seven (7) members. When a student is the complainant, three (3) members of the committee shall be students, two (2) members faculty, and two (2) members staff; when the complainant is a staff member the committee shall be composed of three (3) staff members, two (2) faculty members, and two (2) students; when the complainant is a faculty member the committee shall be composed of three (3) faculty members, two (2) students, and two (2) staff. The Sexual Discrimination Hearing Committee shall have specific training on sexual discrimination.

A member of Human Resources or designee sits as an ex-officio, non-voting member of the Sexual Discrimination Hearing Committee, offering technical assistance on procedural and policy matters.

SEXUAL DISCRIMINATION HEARING COMMITTEE FUNCTIONS

The Sexual Discrimination Hearing Committee reviews the findings of the Title IX Coordinator to determine, based on the preponderance of the evidence, whether institutional error has occurred and, if so, to recommend an appropriate corrective action. Institutional error occurs when no legitimate reason exists for the action taken. Decisions which require the exercise of judgment or discretion cannot constitute institutional error.

The Committee has twenty (20) working days to prepare a written response after it has received a complaint. All proceedings shall be in closed session. Because the committee will have received the entire file from the Title IX Coordinator including all witness statements, the hearing will not include the grievant, the party complained against, or other witnesses unless the Committee requests oral testimony or either party requests to testify and/or present witnesses.

In the event that oral testimony is requested, the grievant and the party complained against may be present and question the witnesses. If the grievance is one alleging sexual assault, sexual violence, stalking, domestic violence or dating violence, the parties will not question the other. Instead, the party testifying before the committee shall be screened so that they may be heard by the other party but not seen. The non-testifying party shall have the opportunity to provide written questions to the committee to be asked of the testifying witness based on his or her testimony. The Committee may also question any person testifying.

Each party may have an advisor present at their own expense during the testimony, who may provide personal consultation but may not actively participate in the hearing. The parties must disclose to the Chair of the Sexual Discrimination Hearing Committee, Title IX Coordinator, or Title IX Deputy Coordinator the identity of any testifying witness or any advisor at least two (2) working days before any hearing. The Chair shall provide the list of witnesses to each party upon receipt. No audio or video recording is permitted.

In reviewing a case two options are open to the Sexual Discrimination Hearing Committee:

1. It may find no institutional error has occurred and recommend that no further action be taken.
2. It may find that institutional error has occurred and recommend a remedy different than that proposed by the Title IX Coordinator.

SEXUAL DISCRIMINATION HEARING COMMITTEE FINDINGS

In all instances the Sexual Discrimination Hearing Committee shall make a record of its findings, a statement of its conclusion, including the reason or policy criteria used in reaching a decision, and its recommendations for resolution of the grievance. The Committee decision shall be forwarded to the Chancellor of the campus for action. Copies will be filed with the Title IX Coordinator as a part of the complaint record and sent to the grievant and the accused.

Within ten (10) working days of receipt of the Sexual Discrimination Hearing Committee recommendation, the Chancellor will accept or reject the Committee's recommendation in writing after review of all file materials. The Chancellor's decision is final. A copy of the decision shall be provided to the Title IX Coordinator to be filed as part of the complaint record and for distribution to both the complainant and the accused. The Department of Human Resources or Student Conduct (as appropriate) will coordinate the implementation of any remedies resulting from the grievance.

SANCTIONS

The sanctions for sexual misconduct violations are listed below. ASU-Beebe will not deviate from the range of recommended sanctions unless there is compelling justification to do so.

1. Any person found responsible for violating the procedure on **Non-Consensual or Forced Sexual Contact** (where no intercourse has occurred) will likely receive a sanction ranging from censure to dismissal for employees; and from reprimand to expulsion for students, depending on the severity of the incident, and taking into account any previous incidents.
2. Any person found responsible for violating the procedure on **sexual exploitation** or **sexual harassment** will likely receive a sanction ranging from warning to termination of employment for employees; and from warning to expulsion for students, depending on the severity of the incident, and taking into account any previous incidents.

EMERGENCY PROCEDURES

Knowing what to do and who to contact when an emergency arises is a responsibility that each of us must take seriously.

In all emergency situations, statements to **media** should be made only by the Marketing and Public Relations Office. Responses to **family members** should be made only by the Human Resources Office for faculty/staff and only by the Student Services Office for **students**.

DISTURBANCE / CRIMINAL BEHAVIOR / BOMB THREAT

Notify University Police, **501.882.8851** or **501.288.3071**, of any criminal or suspicious behavior.

- **Gunfire.** Take cover or evacuate. Stay calm and make the right decision.
- **Hostage.** Make mental notes of captor's characteristics and sights and sounds if you are taken from campus. University Police will involve other law enforcement agencies as necessary.
- **Suspicious Object.** Do not touch – Clear immediate area and call University Police.
- **Bomb Threat** – Remain Calm – Keep Caller on Phone

Ask the Caller:

When is the bomb to explode? Where is the bomb located?

What kind of a bomb is it? What does it look like?

Observe: Age and gender of caller Speech pattern and accent Background noise

Ranking University Police Officer on duty may order evacuation. Evacuation alarm is by use of the fire alarm and/or the ASU-Beebe First Alert Notification System.

Assist the Disabled and Injured – Elevators May Be Used

University Police will conduct a search and announce the “All Clear.” Do not return to the building until the “All Clear” is given verbally or by ASU-Beebe First Alert Notification System.

EARTHQUAKE

- **Indoors.** Seek refuge in a doorway or under a desk or table.
- **Outdoors.** Move away from buildings and utility poles. Avoid downed utility lines.
- **When the shaking stops,** evacuate buildings and do not re-enter due to danger of after-shocks. Assist the disabled and injured. Stay away from buildings. Do not block streets as a pedestrian or with your car. Streets must remain open for emergency vehicles.
- **Fire and Rescue.** Physical Plant and University Police are responsible for extinguishing fires and directing rescue operations.

EXPLOSION / CHEMICAL LEAK / CAMPUS EVACUATION

• **Explosion or Chemical Leak**

- * Evacuate building
- * Sound Fire Alarm
- * Assist the disabled and injured
- * Notify University Police
- * Notify department faculty for assistance with chemical leaks
- * Do not re-enter building until the “All Clear” has been issued by University Police or ASU-Beebe First Alert Notification System
- **Campus-wide Evacuation** may be ordered by off-campus authority or ranking University Police officer on duty.
- * Commuters and non-emergency staff shall use personal vehicles to go home unless in the danger zone.
- * University Police or City Police will dispatch an officer to selected evacuation site for control and communication. Student Services will send representatives to evacuate site. University Police will maintain on-campus security as long as personal safety allows.
- * The “All Clear” will be announced by University Police or ASU-Beebe First Alert Notification System

FIRE

- **Active Fire Alarm.** Alarm sounds only in the building. Fire Department and University Police must be called.
- **Minor Fire** that appears controllable—direct fire extinguisher toward base of flame.
- **Major Fire** that does not appear controllable—evacuate in accordance with the building procedures.
- **Do Not Use Elevators.**
- Assist the disabled and injured.
- **Close but Do Not Lock** doors.
- Do not return to building until cleared by Fire Department or Police Departments.

LOCKDOWN

Lockdown covers the situation where there is an active shooter on campus or some other type of security threat. Notification for a lockdown will be issued via the ASU-Beebe First Alert Notification System.

After receiving the notification of lockdown status,

•**Get to a securable area**

•**If near the shooter**

- Lock the door
- Leave the area as quickly as possible
- Stay away from doors & windows
- Avoid running in a straight line
- Stay as close to the floor as possible
-

TORNADO

•**WATCH** means that a tornado is possible.

•**WARNING** means that a tornado has been sighted.

•**SIRENS.** The siren will sound twice for one minute intervals when a tornado has been detected in our area. The siren system is tested each Wednesday at 12:00 noon.

•**SHELTER.** Upon hearing the warning siren, all campus personnel should move to interior hallways and interior rooms on the lower levels of major buildings. The designated tornado shelter list is located in the Emergency Procedures Guide hanging in each classroom.

•**ALL CLEAR.** Classes and normal activities are to resume once notification of the “All Clear” is received by either siren system or ASU-Beebe First Alert Notification System.

2022 - 2023 Class Schedule for Searcy, Beebe & Heber Springs

**Each student's schedule will be customized to meet his/her individual learning needs.*

TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
8:00-12:00	Math – Science – Reasoning through Language Arts – Social Studies				
12:00-1:00	Lunch	Lunch	Lunch	Lunch	Lunch
1:00-2:00	WAGE	WAGE	WAGE	WAGE	No classes
2:00 – 3:00	Open	Open	Open	Open	Open
4:30 – 7:30	Night Class ESL **	Night Class ESL **			
*Career Coaching may be done at any time at the coach's discretion.					
**ESL on Searcy campus only					
9:00 – 12:00	Saturday Morning Classes Beebe Campus Only				

Summer Classes: 8:00-1:00 Monday – Thursday in June and July at Searcy, Beebe, and Heber.

Woodruff County Library Classes - Tuesdays & Wednesdays, 9:00 am to 1:00 pm

Adult Ed Staff

Searcy Campus

Gina Ramey, Director (501)-207-6291
Madison Bradberry, GED Test Examiner (501) 207-6292
LaJeana Carroll, Administrative Assistant II (501) 207-6294
Elaine Padgett, Intake & Testing Specialist (501) 207-6290
Tomika Gaddy, SNAP Case Manager (501) 207-6295
Tracey Hodge ESL Instructor (501) 207-6290
Franchesca Pickens, Instructor (501) 207-6290
Michelle Supratman, Instructor (501) 207-6290
Michelle Rollins, Career Services Provider (501) 207-6293

TANF Staff

Emily Simmons, Instructor (501) 388-1670
Heather Stogner, Career Coach (501) 207-6297
Cell Phone (501) 388-2282
Lisa Harmon, Career Coach (501) 207-6297
Cell Phone (501) 388-2993

Beebe Campus

Karen Davidson, Instructor (501) 882-4508
Tracey Hodge, Beebe Saturday Instructor (501) 882-4508

Heber Springs Campus

Rena' Kelley, Instructor (501) 362-1270
Nan Bykowski, Night Instructor (501) 362-1270